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The Property and Evidence Unit is responsible for receiving, storing, tracking and disposing of all property and evidence booked at the police department by sworn personnel and code enforcement officers. Property is considered items held for safekeeping and found property. Thousands of items are processed each year. Entry into the property rooms is limited to authorized personnel. The Property and Evidence Unit is staffed by one full-time civilian employee.

### **Property Release**

Property is released by appointment only, Monday through Friday, 8:00 a.m. until 4:00 p.m. The Property and Evidence Unit closed for lunch and on major holidays. Appointments can be made by calling (626) 384-5645. A valid driver's license or government identification card is required for all property release.

The Property and Evidence Unit is located at:

Covina Police Department

444 N. Citrus Ave.

Covina, CA 91723

**(626) 384-5645**

### **Release of property information**

Property will only be release to the owner of that property. Proof of ownership may be required prior to the release of property along with proper identification. Property may be released to a third party only if sufficient documentation; such as a notarized release, is presented and the third party has proper identification.

Property which is evidence in a case must be authorized for release by the investigator handling that investigation. No evidence will be released without that investigators approval.

Property which is authorized for release and which is not claimed will be destroyed or auctioned in accordance with department policy.

*Note-Firearms:* Before any firearm is released, approval must be obtained from the investigating detective. Any person wishing to retrieve their firearm must submit a Law Enforcement Gun Release Application to the California Department of Justice (DOJ). A link for this application can be found at the bottom of this page. Once a DOJ clearance letter is received, you must make an appointment with the Property and Evidence Unit and pick up the firearm within 30 days of the date on the letter received from DOJ.

CAL DOJ Law Enforcement Gun Release Application - <http://ag.ca.gov/firearms/forms/pdf/legr.pdf>